

Due to hazardous weather conditions, employees of the Oak Ridge Office will be dismissed early today, February 2, 2009, at 3:00 p.m. Further, a liberal leave policy is in effect for the remainder of the day today. Under this policy, each employee should assess his or her own situation and make a personal decision as to whether to leave the workplace prior to 3:00 p.m. Those employees who choose to leave the workplace prior to 3:00 p.m. must charge an appropriate leave category from the time they leave the workplace until their regularly scheduled departure time.

In addition, due to the prediction of hazardous weather, a liberal leave policy will be in effect for tomorrow, February 3, 2009. Under this policy supervisors may excuse up to two hours of tardiness to provide additional time for employees to exercise due caution in reporting for duty. Employees who do not report for duty at all on February 3, 2009, will be charged with an appropriate leave category for the entire day.

Employees should call the Employee Hotline at 576-9398 to hear a recorded message regarding adjustments to business hours during hazardous weather.